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*Helping People  
Help the Land*

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“Transmitted via e-mail”

March 30, 2006

MINNESOTA BULLETIN NO. 250-06-11

SUBJECT: FNM – Government Travel Card Mandatory Use & Application Process

Purpose: To remind employees of the mandatory use policy regarding the Government Travel Card and explain the procedures for applying for and receiving a GTC.

Expiration Date. September 30, 2007.

According to Departmental Regulation 2300-001, “Employees **must** use the travel charge card for all official travel expenses, unless you have an agency approved exemption (FTR 301-51-1). All employees must apply for a travel card to perform official travel.” There are currently no agency approved exemptions to the USDA mandatory use policy.

New employees must complete page 1 of the Individually Billed Account Setup/Application Form and forward it to Bryan Welp, GTC Agency Program Coordinator (A/OPC). The A/OPC will complete page 2 and fax the application to the card issuer (Bank of America) for processing. At the time of application, supervisors will review the “USDA Zero Tolerance Policy” for delinquencies and inappropriate use of the travel card as well as Appendix D of DR 2300-001, Government Employee Standards of Conduct in person with the employee. The employee and supervisor must then sign and date the USDA GTC Program Acknowledgment & Acceptance Statement (DR 2300-001, Appendix A) and send it to the A/OPC along with the application. Applications without accompanying signed statements will not be sent to Bank of America for processing.

In accordance with the “USDA Zero Tolerance Policy” regarding use of the travel card and the USDA Guide for Disciplinary Penalties, employees may be subject to administrative discipline for inappropriate use or misuse of the Government Travel Card. Penalties for violations will be determined by the State Conservationist and may range from a 14-day suspension for the first offense to removal from office for subsequent offenses (USDA Guide for Disciplinary Penalties, 1.b.).

These directives apply to all Minnesota NRCS employees in the performance of official travel. Questions regarding the Government Travel Card should be directed to Bryan Welp, A/OPC, at (651) 602-7860 or [bryan.welp@mn.usda.gov](mailto:bryan.welp@mn.usda.gov).

This policy will be incorporated into the next Minnesota Supplement to General Manual, GM250.

//signed//  
WILLIAM HUNT  
State Conservationist

Attachments:

1. DR 2300-001, Appendix A
2. DR 2300-001, Appendix D

DIST: AE